

ADMINISTRATIVE - INTERNAL USE ONLY

26 FEB 1963

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to OSA, OEL
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nominations
by J. M.

MEMORANDUM FOR: Executive Director
Deputy Director (Intelligence)
Deputy Director (Plans)
✓ Deputy Director (Research)

SUBJECT : Nominations for Career Education Awards

In the January - February 1963 issue of the OTR Bulletin announcement was made of a program of Career Education Awards being sponsored by the National Institute of Public Affairs. Since publication of that article, fuller details of eligibility requirements and participating universities have become known. They are summarized in the following paragraphs to assist interested offices in taking action within the time available.

1. Eligibility. Nominations are restricted to able young executives now in or headed for responsible administrative and staff positions. Nominees should be 28 to 35 years old, with at least five years civilian service, and should be in grades GS-11 to GS-14. These are not rigid requirements but the National Institute of Public Affairs emphasizes that, since award winners will attend universities in small groups, it is to the advantage of participants to be of generally the same levels of age and experience. Both men and women are eligible. Award winners must meet the admissions requirements of the university they wish to attend, and must have as prerequisite a better than average undergraduate scholastic record.

2. Participating Universities. Arrangements thus far include the following universities: Harvard, Princeton, Virginia, Stanford. Others will be added. So far as possible, award winners will be assigned to the university of their choice among those participating.

3. Nomination Procedures. Within the Agency, nominations should be forwarded to Senior Training Officers in each Deputy Directorate

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as soon as possible, preferably by 11 March, for review with respect to:

a. Principal reasons why individual is being recommended;

b. Characteristics demonstrated by the candidate to indicate high potential for further development in useful work for the Government.

4. Deputy Directors are requested to select those nominees who show promise of deriving the greatest benefit for themselves and for the Agency from opportunities for special study in the area of academic work proposed.

5. Should the total of nominees endorsed by the Deputy Directors require further selection, the Director of Training will convene an ad hoc committee to decide upon the several Agency nominees for the 1963 - 1964 academic year. The Director of Training will forward nominations to the National Institute of Public Affairs not later than 20 March.

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L. K. White
Deputy Director
(Support)

cc: Director of Training

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NATIONAL INSTITUTE OF PUBLIC AFFAIRS

1001 Connecticut Avenue, Suite 519, Washington 6, D. C.

Nominations for Career Education Awards

Federal departments and agencies are invited to nominate candidates for the 1963-64 Career Education Awards.

About the Awards. The Career Education Awards Program is intended to: (1) stimulate the early identification of able young administrators, (2) help advance their careers, (3) improve the public service by aiding the development of potentially top-flight executive talent, and (4) assist in building more effective communication between universities and public agencies with the expectation that agency administrators will increasingly use graduate-level educational programs specifically geared to their needs. Recipients of these awards will be given a year of graduate-level study at selected universities, will continue to receive their usual salaries, have all tuition charges paid, receive an allowance for books and other classroom expenses, and will be assisted financially in relocating temporarily at a university. Initially, the program is for employees of the Federal Government but later will include State and local governments, Departments, bureaus, and independent agencies participate (under authority of the Government Employees Training Act of 1958 or comparable authority) by giving award winners training assignments and paying their salaries while on these assignments. The National Institute of Public Affairs, using funds provided by the Ford Foundation, pays other expenses mentioned and additional costs incurred by universities in providing counseling and special classes. The U. S. Civil Service Commission is actively cooperating in this program.

Eligibility. As the major purpose of the Career Education Awards Program is to stimulate early identification and development of able young executives nominations are restricted to those now in or headed for administrative and responsible staff positions. Nominees should be 28 to 35 years old with at least 5 years of Federal Civil Service (or equivalent civilian career service) experience. These are not rigid requirements but in making nominations it should be kept in mind that award winners will attend universities in small groups; consequently it will be to their advantage if all participants are in the same general age and experience classes. For the same reason it is desirable, though not required, to hold nominations to those in GS grades 11 to 14 or equivalent. Both men and women are eligible. Nominations must be made by Departments, agencies or bureaus; applications made directly to NIPA by individuals can not be accepted.

Educational Requirements. Award winners must meet the admission requirements of the university they attend. For graduate-level work this will mean possession of a bachelor's degree and an undergraduate scholastic record better than average. There may be other requirements at particular universities.

Where and When to Send Nominations. Mail nominations to the National Institute of Public Affairs to arrive not later than March 20, 1963. Earlier receipt will be appreciated. One copy only is needed. Announcement of winners will be made about May 1, 1963.

Participating Universities. At the time this form was prepared arrangements had been made for participation in the Career Education Awards Program by the following universities: Harvard, Princeton, University of Virginia, and Stanford. Other universities will be added. So far as possible Award winners will be assigned to the university of their choice among those participating.

Further information may be obtained from Richard E. McArdle, Executive Director, National Institute of Public Affairs, 1001 Connecticut Avenue, Suite 519, Washington 6, D. C., telephone 347-5033.

Signature and title of official approving this nomination

17. General area of academic work now proposed. What does the agency want nominee to study? How will it relate to his long and short range career prospects?

B. What talents, attitudes, or knowledges should be strengthened to match or improve his strongest qualities?

16. Evaluate employee in terms of the following:
A. What are his strongest qualities?

15. (A separate statement to be attached.) To assist NIPA in selecting those likely to profit most from opportunities for special study please indicate the principal reasons why this person is being recommended for a Career Education Award. In your answer please include the characteristics demonstrated by the candidate which make you think he has high potential for further development in useful work for the government. This statement is in many respects the most important feature of the nomination. It should be carefully prepared.

1. _____ 2. _____ 3. _____
Name Age Classification series and grade

4. _____ 5. _____
Position Title Employing agency

6. _____
Home address

7. _____
Business address

8. Brief description of present duties

9. Summary of career history in federal employment

- A. Years of federal service _____
B. Examination under which appointed _____
C. Grade, title and series of previous positions held, beginning with first position

Department or agency	Year entered position	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Academic work prior to entering federal service

A. Colleges or universities attended, degrees received, major fields of graduate and undergraduate study

B. Other significant education or training before federal civilian employment

11. Undergraduate academic achievements (check one or more as appropriate if known)

- _____ "B" average (or equivalent) or higher
_____ "Honors" graduate
_____ Upper half of graduating class
_____ Other (explain) _____

12. Graduate academic achievements (check one or more as appropriate if known)

- _____ Fellowship, scholarship, assistantship
_____ No grades below "B" or equivalent
_____ Other (explain) _____

13. Training and academic work completed since entering federal service

14. Honors, awards and outstanding work accomplishments since entering federal service

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TRANSMITTAL SLIP		DATE	26 Feb 63
TO: [REDACTED]			
ROOM NO.	BUILDING		
3E-14			
REMARKS:			
Per our conversation.			
Here is a copy of the nomination form for the Career Education Awards Program for your guidance in screening likely candidates. Please note para 15 in particular.			
A letter of invitation is being sent from DDS to Senior Training Officers thru Deputy Directors with some further details.			
FROM:		RECEIVED FOR	
ROOM NO.	BUILDING	EXTENSION	
241	G-6	15.	
FORM NO. 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED.	
		GPO : 1957—O-439445 (47)	

INTERNAL USE		SEC. CL.		ORIGIN		CONTROL NO.			
DATE OF DOC.		DATE REC'D		DATE OUT		SUBJ SE DATE			
26 Feb 63						CROSS REFERENCE OR POINT OF FILING			
TO FROM SUBJ. Nominations for Carson Education Awards lcy - DMR						ROUTING		DATE SENT	
COURIER NO.				ANSWERED		NO REPLY		4	

UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	25X1A NAME AND ADDRESS	DATE		INITIALS	
1	[REDACTED]			✓	
2					
3	<i>Barbican</i>				
4	<i>Sal file</i>				
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p><i>No cardites -</i></p> <p><i>Does this</i></p> <p><i>require any answer?</i></p> <p><i>OTR notified on 12 March 63.</i></p> <p><i>am</i></p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
[REDACTED]				3/8	